



DEPARTMENT OF THE ARMY
HEADQUARTERS, 80TH AREA SUPPORT GROUP (NSSG)
UNIT 21419
APO AE 09708

REPLY TO
ATTENTION OF

15 Dec 04

AERSH-CO (100)

80TH ASG (NSSG) POLICY #020-01

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy on Holidays within the 80th Area Support Group (NSSG)

1. Host Nation employees will observe their local holiday schedules as recognized by the U.S. Government, the respective Ministers of Defense, local laws, and their Union Representatives, if appropriate, thus Host Nation employees observe their national holidays.

2. United States Civilian Employees will observe the 11 U.S. Federal Holidays and national legal holidays in their respective country (Belgium/The Netherlands). U.S. civilian employees may be required to work on U.S. holidays and/or local national holidays only when necessary based on mission requirements. It is not my intention for U.S. Civilian employees to work on U.S. holidays. Mission requirements on U.S. holidays should be accomplished by the Host Nation work force. The USAREUR holiday system is applicable only to U.S. military and not U.S. civilians.

3. The 80th ASG will conduct a Christmas holiday period that considers the NATO, SHAPE and JFC Brunssum holiday periods. During the holiday period the normal operations at NATO, SHAPE and JFC Brunssum are significantly reduced. In light of this fact, Host Nation and Department of the Army Civilian employees will work and be off on days according to the schedule of their supported NATO Headquarters.

4. The USAREUR half-day schedule applies for the Military force across the 80th ASG. This year, the USAREUR half-day schedule is from 20 December 2004 – 2 January 2005. 3 January 2005 is a USAREUR training holiday. During this schedule it is my policy that the 80th ASG Military will work normal duty hours until 1200 hours. At 1200 hours the military workforce will be released. From 1200 through the end of the duty day each 80th ASG Directorate and subordinate unit will, at a minimum, be staffed with a "phone watch" to provide for emergency contact. There will be absolutely no day on or day off attempt at holiday scheduling in the 80th ASG.

5. Military personnel will take USAREUR Training holidays during the year; on these days liberal leave policies are in effect for the civilian work force.

6. This policy is subject to mission limitations, as determined by supervisors such as essential Force Protection and Provost Marshal Operations.

AERSH-CO (100)

SUBJECT: Commander's Policy on Holidays within the 80th Area Support Group (NSSG)

7. The proponent office for this policy is the 80th Area Support Group Directorate of Plans, Training, Mobilization and Security (DPTMS). DPTMS will publish an ASG-wide holiday schedule annually. This policy is effective immediately.

A handwritten signature in black ink, reading "Dean A. Nowowiejski". The signature is fluid and cursive, with the first name "Dean" and last name "Nowowiejski" clearly legible.

DEAN A. NOWOWIEJSKI
COL, AR
Commanding

DISTRIBUTION:
CPAC-3